



***State of Washington
Department of Transportation
Notice to Consultants
On-Call Transportation Intern Services***

The Washington State Department of Transportation (WSDOT) solicits interest from consulting firms with expertise in recruitment and placement of qualified contract employees at the intern level, to fill transportation project positions focusing on, but not limited to, environmental services. WSDOT will award (2) two On-Call agreements. The agreement duration will be for three (3) years.

Project Descriptions

Through an active recruitment campaign, the consultant must have an established pool of candidates to fill project positions, primarily to provide services that include, but are not limited to: wetland mitigation, endangered species monitoring/reporting, cultural resource services, hazardous waste site investigation support, hydrology support services, specialty biology services, environmental documentation, and document production. Qualified candidates will be at the doctoral, graduate, or undergraduate level in environmental studies or related fields. The firm must have an existing program for minority recruitment. For each intern request, the selected firm will screen its applicant pool and refer the top three to six candidates. If WSDOT determines the candidates to be suitable for the position, the project manager will conduct interviews and select the best candidate. The selected candidate will be put under contract with the selected consulting firm and via Task Order Document with the selected consulting firm and WSDOT, the selected candidate will intern with WSDOT. The selected firm will handle all administrative details, to include (but not necessarily to be limited to) payroll, taxes, Social Security, Worker's Compensation, automobile insurance, etc. Throughout the duration of employment (three months to two years), the selected consulting firm will conduct on-site visits with project managers and interns to ensure that the project needs are being met, and they will provide career advice and professional development programs and services to the interns during their internship with WSDOT.

These agreements are subject to approval by the Office of Financial Management and have a minimum 10 working day waiting period before the start date of the agreement.

Evaluation Criteria

Pursuant to state and federal regulations, a qualifications-based selection process will be used to select a consultant for each of these projects. The following information and criteria will be used to evaluate and rank responses:

1. Qualifications/Expertise of Firms on Team;
2. Qualifications of Proposed Project Manager;
3. Recruitment Pool Development Process;
4. Firm's Project Management System (Prime Consultant Only);
5. Project Delivery Approach; and

6. References/past performances (Prime Consultant Only); and
7. Cost Factors (Prime Consultant Only.)

The link to the definitions and point value for each of the proposed criteria may be found on the first page of this advertisement web site.

NOTE: It is imperative that the consultant reviews the definitions of the scoring criteria. We have included requirements and/or limitations for the information that is being requested. All scoring criteria will be rated on a scale of 0 (Low) to 20 (High.)

Note: Following evaluation of submittals, WSDOT may elect to interview firms to determine final selection.

Submittals

Consultants are invited to submit their Statement of Qualifications at their own cost. WSDOT assumes no obligation of any kind for expenses incurred by any respondent to this solicitation. The submittal is limited to a total maximum number of twenty-five (25) sheets submitted only on single sided (single sided meaning one side only of a single sheet of paper) typed 8.5" x 11" paper (if charts and/or graphs are utilized text must be a readable size font), and with type size no smaller than 12 point.

Your Statement of Qualifications must be broken into two (2) separate packets. Your Statement of Qualifications "Packet A" must consist of:

- Your responses to scoring Criteria 1 through 5.

Your Statement of Qualifications "Packet B" must consist of:

- Your letter of transmittal;
- Your response to scoring criteria 6 and 7; and
- Your Submittal Information forms for both the Prime Consultant and all proposed Sub-Consultants.

The page limitation does not apply to the front and back covers of "Packet A" and all of "Packet B."

The Statement of Qualifications shall meet the following requirements or will be deemed non-responsive and will not be eligible for consideration of this work:

- Title of the Request for Qualifications, and your firm clearly identified on the cover of the submittal Packets "A" and "B", and the letter of transmittal;
- Statement of Qualifications broken into "Packet A" and "Packet B" as indicated above;
- Responsive to all evaluation criteria;
- Meeting page limitations and font size requirements; and
- Meeting submittal deadline submission date.



Materials submitted in response to this competitive procurement shall become the property of WSDOT and will not be returned. All submittals received will remain confidential until WSDOT and the successful Consultants sign the agreements resulting from this advertisement. All submittals are deemed public records as defined in the RCW 42.17.250 to 42.250.340.

Faxed or e-mailed submittals will not be accepted. Four (4) copies of your "Packet A" and one (1) copy of "Packet B", whether mailed or hand-delivered, must arrive at the following address no later than 5:00 pm on Monday, December 22, 2003:

Mr. Michael B. Rice
Director, Consultant Services
Washington State Department of Transportation
Capital View II Building, 2nd Floor
724 Quince Street SE
Olympia, WA 98504-7323

Any questions regarding the submittal process should be directed to the Consultant Services Office, at 360-705-7104.

The department has an overall Disadvantaged Business Enterprise (DBE) Goal. The DBE goal for participation will be obtained through a combination race-neutral/race-conscience means as outlined in WSDOT's "Disadvantaged Business Enterprise Program Plan." The department encourages disadvantaged, minority, and women-owned consultant firms to respond.

Persons with disabilities may request this information be prepared and supplied in alternate formats by calling collect 206-389-2839. Persons with hearing impairments may call 1-800-833-6388 (Washington State Telecommunications Relay Service) and ask for 206-515-3683.

Dates of publication in the Seattle Daily Journal of Commerce: Monday, November 24, 2003 and Monday, December 1, 2003.

Submittal Due Date: Monday, December 22, 2003.